

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

Employee Name	Classification Name		Position Number
	Staff Management Auditor		016-170-4160-002
Division/Unit	Date	Prior Incumbent	Prior Pos #(if applicable)
Administration/Audit Services		Michael Yarber	016-170-4160-002

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Deputy Director of Administrative Services and general direction from the Chief Deputy Director, this position bears primary responsibility for ensuring that all federal and state funds administered by the department are expended in compliance with all applicable Federal and State laws and regulations, Office of Management and Budget (OMB) Circulars, and Government Accounting Principals. This position directly performs the most sensitive and complex audit assignments in the department, and directs and oversees the work of three professional associate management auditors, to assure that all funds disbursed to approximately 100 local non-profit and government agencies are used only for those purposes specified in the supporting grants and contracts. This position also is responsible for developing and delivering regular training and technical assistance both to local grantees and to program staff within the department, to ensure adequate knowledge of the fiscal requirements and other financial best practices. Specifically, this position is responsible for:

Description of Essential Functions:

25% Compliance Responsibilities

- Develop and oversee the implementation of policies and procedures for the desk review of all independent OMB A-133 audit reports received from local contractors.
- Develop and oversee the implementation of policies and procedures to ensure financial compliance of all local contractors who are not required to perform OMB A-133 audit reports.
- Provide active guidance and opinions to program division managers and program staff to develop on-site monitoring tools and methodologies for random sampling of program and administrative costs, as well as specialized inquiry into areas of potential noncompliance.
- Upon request by the Executive Office, perform or supervise the onsite audit review of local contractors.
- Develop financial and procurement management policies for the department's local assistance and support expenditures.
- Review and approve all work of the staff of the audit services unit.
- Perform the most complex and sensitive audit and compliance tasks under the direction of the Executive Office, including but not limited to administrative enforcement actions to recover disallowed costs, and working with the program division managers to provide timely and effective corrective actions or other recommendations to Executive Office to address findings of noncompliance.
- Research and draft policies and procedures on issues of compliance to ensure consistent and objective treatment of findings of noncompliance.
- Respond to all audit inquiries from control agencies, including federal and state auditors, and develop and implement corrective actions to eliminate deficiencies identified by those entities.
- Remain knowledgeable of all new federal and state guidance on compliance issues, and develop and implement policies and procedures to ensure the department remains in compliance with new rules or controlling interpretations.
- Review all department contracts and supplemental guidance to ensure that local contractors and vendors are in compliance with all controlling federal and state laws and regulations and departmental fiscal management policies.
- Preparation of all annual audit plans and reports submitted to the Department of Finance, State Controller's, and the Auditor General.

25% Training and Technical Assistance

- Develop and oversee the implementation of programs, training curriculum and other methods that emphasize a “preventive” and proactive approach to potential compliance issues.
- Provide consultation and advice to all department staff and local contractors seeking professional judgment of audit matters.
- Ensure that all associate management auditors are sufficiently trained and knowledgeable of OMB requirements and other compliance rules and financial management best practices.
- Develop and implement a regular training curriculum for program managers and staff to ensure a base level of familiarity with OMB and financial management principles.
- Develop and implement training workshops for all local contractors to provide knowledge and guidance on OMB and contract compliance, including but not limited to internal controls, procurement policies and other financial management rules and best practices.
- Provide onsite financial management training to individual local contractors upon request by a program manager or the local contractor.

25% Management and Supervision Duties

- Plans and participates in the workload of the Audit Services Unit.
- Scheduling and participating in annual field assignments, such as audit surveys, internal audits, comprehensive audits, audits of utility companies receiving CSD funds, and special studies.
- Preparation and maintenance of audit manual.
- Ensures the maintenance of the audit tracking process and system contains current information.
- Supervises, mentors and evaluates staff performance. Identifies and meets staff training needs.

25% Related Functions

- Responds to questions and inquiries from grantees, independent auditors, regulatory agencies, and the federal government.
- Serves as audit liaison with Executive and Program staff, representatives of federal or regulatory agencies assigned in conformance with the Single Audit Act.
- Keeps current with all laws and regulations that affect CSD program responsibilities and audit requirements.
- Travel throughout California as needed.

Supervision Received:

The Staff Management Auditor receives direct supervision from the Deputy Director of Administrative Services and general direction from the Chief Deputy Director.

Supervision Exercised:

The Staff Management Auditor supervises three Associate Management Auditors.

Administrative Responsibility:

Adhere to the laws, rules, policies and procedures pertaining to the audit function.

Personal Contacts:

The Staff Management Auditor has daily contact with departmental management and staff, key personnel at local contractors, control agency representatives, and other state agency personnel.

Actions and Consequences:

Failure to perform the auditing duties could result in the department's loss of funds and adverse audit findings.

Performance Expectations:

- Provide your staff with the guidance, resources, assistance and supervision necessary for them to perform completed staff work.
- Provide all CSD staff timely and effective service, especially to ensure that CSD staff who work with our local contractors have meaningful guidance from your unit when their work involves audit issues.
- Treat all assignments personally given to you by the Director, Chief Deputy Director or the Deputy Director for Administrative Services as priority.
- Ensure that staff follows through and for confirming completion of the task as assigned.
- Report weekly about unit status to Deputy Director of Administration
- Keep staff informed of department and unit information.
- Ensure that staff work is complete, accurate and timely.
- Review staff work that is delegated to your staff that involves policy-setting, decision-making, or any potentially sensitive matter.
- Ensure that all program contracts appropriately address audit-related issues, and are updated to reflect changes in controlling law, regulation, OMB circulars or other authorities.
- Remain informed on current audit information and department events.
- Work with departmental management to ensure that services are provided to CSD agencies timely and efficiently. If there is a conflict in policy issues, procedures, auditing laws/policies, you must obtain clarification and approval from the Executive Office prior to taking any action that may result in withholding payment or services to CSD agencies.
- Be a team player.
- Be accessible and accountable to all CSD staff.

Job Requirements:

The incumbent is required to have the ability to perform the essential functions of the job with or without reasonable accommodations including communicate effectively, comprehend, evaluate and follow written instructions, manuals, type and use personal computers, correspondence, use reasonable judgment and logic, and travel.

Margie Chan
Deputy Director of Administrative Services

Date

I have read and understand the duties assigned as described above.

YES

NO

Can you perform the essential functions of the position with or without reasonable accommodation?

(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)

Signature of Incumbent

Date